

3AS Copy

Records Management
1-4-3

Approved For Release 2005/11/21 : CIA-RDP70-00211R000500100044-2

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Executive Officer to the DD/S

7 October 1965

Chief, Records Administration Staff

Quarterly Report for the Records Administration Staff

Here is a Summary Report of Records Management activities for the period 1 July - 30 September 1965. More information on these activities can be made available from our files.

1. **FORMS MANAGEMENT** - 55 new and 69 revised forms projects were completed this quarter. These Forms Management activities produced tangible savings of \$4,027. In addition, intangible savings such as improvements in procedures and improved design of forms were accomplished. An example of an improvement in procedures was the design of a four-part form for the Office of Security which eliminates the individual typing of four separate memorandums. Another example of savings accomplished in forms design was the realignment in the format of the information report used by Contact Services to conform to the DDP information report.

2. **RECORDS DISPOSITION** - Eleven records control schedules were approved. In some instances retention periods were reduced substantially to provide for the destruction of records earlier than previously stated. For instance, the retention period on one group of records was reduced from 60 to 20 years.

A project is underway which we hope will eliminate about 200 cubic feet of memorandum copies of OSS payrolls now in our Records Center. Final determination is dependant upon verification that the original copies of these payrolls are in the Federal Records Center in St. Louis.

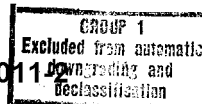
Additional discussion has taken place with representatives of the office of the General Counsel to develop procedures for the disposition of financial records for confidential and overt funds.

3. **FILING EQUIPMENT** - The Office of Logistics has advised us that last fiscal year there were 301 four-drawer safes turned in by agency headquarters offices. This is the first time that more safes were turned in by agency offices than issued to them. This is primarily due to more extensive use of shelf filing and increased activity in records disposition.

We concurred in an action by the Office of Logistics to declare 100 four-drawer safe cabinets surplus to agency needs. The Office of Logistics carried these safes in their inventory at \$19,000, but their replacement on today's market would require the expenditure of approximately \$54,000.

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4. VITAL RECORDS - New or revised vital records deposit schedules were approved for four major agency offices.

5. ARCHIVES AND RECORD CENTER - The net growth of records for this period amounted to 2,264 cubic feet. There were 85,123 cubic feet of records on hand at the Center on 30 September 1965. Reference services furnished agency offices amounted to 28,562 items, an average of 446 per workday.

6. GENERAL - All the members of the Records Administration Staff; [redacted] of the Records Center; [redacted] Office of Security; and [redacted] OTR, attended the first Paperwork Management Awards dinner sponsored by the Administrative Management Society at the Shoreham Hotel on 28 September.



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DDS/RAS/[redacted] fk (7 October 1965)

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